



DIVISION CHIEF, DTSC, CEA

EXAMINATION ANNOUNCEMENT



CALIFORNIA STATE GOVERNMENT -- AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: DEPARTMENT OF TOXIC SUBSTANCES CONTROL
POSITION TITLE: DEPUTY DIRECTOR, OFFICE OF LEGISLATIVE AND REGULATORY POLICY
FINAL FILING DATE: NOVEMBER 3, 2008

WHO SHOULD APPLY: Persons who meet the "minimum qualifications" as stated below.

COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Toxic Substances Control as of the final filing date. **NO WRITTEN TEST IS REQUIRED:** This entire examination will consist of a qualifications appraisal interview.

HOW AND WHERE TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <http://spb.ca.gov/jobs/stateapp.htm>. To learn more about the testing arrangement, contact the testing office shown below. Applications personally delivered or received via interoffice mail must be received and stamped by DTSC's Examination Unit no later than CLOSE OF BUSINESS 5:00 p.m. on the final filing date. Applications may be filed in person or by mail with:

Department of Toxic Substances Control
8800 Cal Center Drive
Sacramento, CA 95826
(916) 255-3545

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL: It is anticipated that interviews will be held in November/December 2008. The interviews are expected to be held in Sacramento.

SALARY RANGE: \$ 10085- \$11120

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

THE POSITION: Under the direction of the Chief of the Office of Legislation and Policy, the incumbent is responsible for the management and supervision of a highly technical multidisciplinary staff which develop innovative technical, regulatory, compliance, and institutional approaches to legislation development and analysis, budget change proposals, regulation development, hazardous waste prevention, reduction, management, remediation and enforcement; advises the Director and Chief Deputy Director on policy and program issues; may testify before legislative committees. Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure that you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidate's possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS: Applicants should meet at least one of the following requirements:

- (1) Permanent California State Civil Service Status; or
- (2) A current or former Legislative employee who meets the criteria in Government Code Section 18990 or a non-elected Executive Branch exempt employee who meets the criteria in Government Code Section 18992;

Either I

Two years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Scientist II, Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineer II.

Or II

Four years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Engineering Geologist I, or Supervising Hazardous Substances Engineer I.

Or III

Five years of broad and extensive experience in increasingly responsible professional positions in hazardous substances management, regulation, analysis or research, environmental research, monitoring, surveillance or enforcement or resource recovery. At least two years of the required experience must have been in a supervisory or management capacity at a level of responsibility equivalent to a Supervising Hazardous Substances Program Scientist II, Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineer II, and must have included responsibility for the following: substantial participation in development or implementation of environmental health or hazardous substance control research, monitoring or surveillance and enforcement policies or programs, or coordinating the work of a multi disciplined environmental or hazardous material permitting, site clean up, or investigation staff. **AND**

Education: Equivalent to graduation from an accredited college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with 30 units or more in environmental, biological, chemical, physical, or soil science; environmental health; engineering, geology, engineering geology, or a directly related scientific or engineering field.

(Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or research recovery may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in the science subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.)

(Possession of a master's degree in the subjects specified above or a directly related scientific or engineering field may be substituted for one year of the general experience. Possession of a doctorate in the subjects specified above or a directly related scientific or engineering field may be substituted for two years of the general experience.)

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **QUALIFICATIONS APPRAISAL - WEIGHTED 100.00%**

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF: Principals, practices, and trends of public administration including fiscal, personnel management, and supervision; strategic planning development, implementation, and evaluation techniques; organization and functions of California State Government including the organization and practices of the Legislative and Executive Branches; Federal legislative, budget, and regulatory process; policy formulation, development, and evaluation techniques; State and Federal statutes and regulations regarding hazardous waste; developing and implementing hazardous waste programs related to hazardous waste cleanups, facility permitting, surveillance, and enforcement, and other related support activities; media relations; Department's Equal Employment Opportunity Program and objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet affirmative action objectives.

B. ABILITY TO: Ability to: Provide leadership in accomplishing basic functions and strategic objectives; effectively plan, organize, direct, and coordinate a major public program of statewide scope; represent the State's hazardous waste management program before the highest levels of State and Federal Government, private industry, community, and environmental groups, and before courts of jurisdiction; communicate effectively; analyze situations accurately and adopt and effective course of action; and effectively contribute to the Department's equal employment opportunity affirmative action objectives.

DESIRABLE QUALIFICATIONS: DESIRABLE QUALIFICATIONS: Applicants will be screened on the basis of knowledge and abilities, experience, and the potential to meet the following desirable qualifications:

- Knowledge of programs within the Department of Toxic Substances Control, and other Boards, Departments and Offices within CAL EPA.
- Extensive knowledge of the Legislative Process.
- Extensive experience working in a legislative office.
- Experience developing and reviewing recommended policy positions.
- Demonstrated ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.
- Demonstrated ability to consult, advise and work with the Governor's Office and CAL EPA, Department staff, Legislative staff, Federal and/or other governmental or private agencies, and external representatives of the Department's constituencies.
- Managerial experience with demonstrated leadership, entrepreneurship, creativity and innovation, and sound judgment in directing a group of professionals and a complex, sensitive program; experience in managing an organization undergoing changing conditions or organizational changes;
- Well-developed interpersonal skills and ability to communicate effectively; conflict management, developing staff and managers, customer service, and ability to formulate and implement sound policy recommendations;
- Demonstrated ability to facilitate the establishment of priorities, provide direction, build an effective team, and be a productive member of the agency-wide management team;
- Demonstrated capability to communicate and interact with both public and private organizations within the State and nationally including Legislators, the Governor's Office, and federal officials;
- Ability to make improvements, solve problems, or take corrective action when problems arise; and
- Ability to communicate with others as demonstrated by strong written and verbal communication skills; strong negotiating skills, ability to represent the DTSC effectively with the public and policy makers.
- A demonstrated track record of organizational leadership and decision-making; previous and ongoing experience with strategic planning and the use of performance indicators and performance management;
- **SPECIAL PERSONAL CHARACTERISTICS**
- Excellent oral and written communication.
- Dependability, flexibility, and integrity.
- Willingness to work long hours over extended periods of time.
- A personal commitment to the mission and goals of the Department of Toxic Substances Control.

VETERANS PREFERENCE CREDIT: is not granted in promotional examinations. **ELIGIBLE LIST INFORMATION:** A departmental promotional eligible list will be established for the Department of Toxic Substances Control. The list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrants a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the _____ N/A _____, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control at (916) 255-3545 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local office of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Cypress, Glendale and Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-735-2929 From Voice Telephones: 1-800-342-2922 P (Rev. 3/89)